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GOVERNMENT OF PUNJAB
DEPARTMENT OF LOCAL GOVERNMENT
(LOCAL GOVERNMENT-2 BRANCH)

NOTIFICATION

The 25th February, 2021

No.04/24/2010-2LG2/253.-In exercise of the powers conferred by sub-section(2) of section 17 and section 73 of the Punjab Town Improvement Act, 1922 (Punjab Act No.4 of 1922) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Trust Services (Recruitment and Conditions of Service) Rules, 1978, namely:-

RULES

1. (i) These Rules may be called the Punjab Trust Services (Recruitment and Conditions of Service) (Amendment) Rules, 2021.
(ii) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the said Rules, for Appendix 'B', the following Appendix shall be substituted, namely:-

Appendix 'B'

See Rule 5(2)

Sr. No.	Name of Service	Qualification of Direct recruitment	Qualification for Promotion
1	Punjab Service of Trust Joint Deputy Director	---	From amongst the members of the Punjab Service of Trust Executive Officers Class-I, who have an experience of working in this Service for a minimum period of two years.
2 (i)	Punjab Service of Trust Executive Officer Class-I	(i) Should possess a Degree in Law from a recognized university or institution and at least seven years' experience on a post not below the rank of a Superintendent in the Punjab Municipal Service of	From amongst the members of the Punjab Service of Trust Executive Officers Class-II, who are Graduates of a recognized university or institution and have an experience of working in this Service for a minimum period of four years.

Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking;

OR

(ii) an Advocate having atleast seven years practice at the Bar;

OR

(iii) Should be a Post Graduate in Business Administration or B.Tech degree holder from a recognized university or institution with 2nd division, with an experience for a minimum period of five years on a post not below the rank of a Superintendent in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab government, or in any Government undertaking.

2(ii) Punjab Service of Trust Executive Officer Class-II	(i) Should possess a Degree in Law, from a recognized university or institution and at least five years experience on a post not below the rank of a Superintendent in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking;	From amongst the members of the Punjab Service of Trust Executive Officers Class-III, who are Graduates of a recognized university or institution and have an experience of working in this Service for a minimum period of two years.
	OR (ii) an Advocate having at least five years' practice at the Bar.	
	OR (iii) Should be a Post Graduate in Business Administration or B.Tech degree holder from a recognized university or institution with 2nd Division, with an experience for a minimum period of three years on a post not below the rank of a Superintendent in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation superintendents, or	

	Punjab Service of Trust Superintendents, or its Equivalent in any department of the Punjab Government, or in any Government undertaking.	
2(iii) Punjab Service of Trust Executive Officer Class-III	<p>(i) Should possess Degree in Law, from a recognized university or institution; and at least three years' experience on a post not below the rank of a Superintendent in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking;</p> <p>OR</p> <p>(ii) an Advocate having at least three years' practice at the Bar.</p> <p>OR</p> <p>(iii) Should be a Post Graduation Business Administration or B.Tech degree holder from a recognized university or institution with 2nd Division, with an experience for a minimum period of one year on a post not below the rank of a Superintendent in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking.</p>	<p>From amongst the members of the Punjab Service of Trust Superintendents Grade II and Punjab Service of Trust Law Officers, who are Graduates of a recognized university or institution and who have an experience of working in any of the said Services for a minimum period of four years:</p> <p>Provided that not exceeding fifty per cent of the quota of promotion as aforesaid shall be filled from amongst the members of the aforesaid Services, who possess Degree in Law from a recognised university or institutions and having the aforesaid experience of working in that Services:</p> <p>Provided further that if persons with the aforesaid experience are not available for promotion, then from amongst the members of the Punjab Service of Trust Superintendents Grade II or Punjab Service of Trust Law Officers who are graduates or law graduates, as the case may be, and have an experience of working for a minimum period of seven years either (i) in the Punjab Service of Trust Superintendents Grade II and the Punjab Service of Trust Senior Assistants or (ii) in the Punjab Service of Trust Law Officers and Punjab Service of Trust Legal Assistants, taken together.</p>
3 Punjab Service of Trust Superintendent Grade II	---	From amongst the members of the Punjab Service of Trust Senior Assistants, who have an experience of working in this Service for a minimum period of four years.
4 Punjab Service of Trust Senior Assistant	Should have passed a Graduation degree, with 50% marks, from a recognized university or institution.	From amongst the members of the Punjab Service of Trust Clerks, Punjab Service of Trust Junior Scale Stenographers and Punjab Service of Trust Stenotypists, who have an experience of working in any one or more of the said services for a minimum period of four years.

5	Punjab Service of Trust Chief Engineers	---	From amongst the members of the Punjab Service of Trust Superintending Engineers, who possess B.E. Civil or AMIE Civil degree from a recognized university or institution and have an experience of working in this Service for a minimum period of two years.
6	Punjab Service of Trust Superintending Engineers	---	From amongst the members of the Punjab Service of Trust Engineers, who possess B.E. Civil or AMIE Civil degree from a recognized university or institution and have an experience of working in this Service for a minimum period of five years.
7	Punjab Service of Trust Engineers	---	From amongst the members of the Punjab Service of Trust Assistant Engineers, who possess B.E. Civil or AMIE Civil degree from a recognised university or institution and have an experience of working in this Service for a minimum period of six years. Provided that the existing members of the aforementioned services shall be entitled for promotion notwithstanding the aforesaid educational qualifications as a measure personal to them.
8	Punjab Service of Assistant Trust Engineers	Should possess B.E. Civil or AMIE Civil degree from a recognised university or institution.	From amongst the members of the Punjab Service of Trust Junior Engineers and the Punjab Service of Trust Head Draftsmen, who possess a diploma in Civil Engineering Draftsman-ship from a recognised university or institution and have an experience of working in anyone or more of these Services, including in the Punjab Service of Trust Draftsmen, for a minimum period of seven years: Provided that the existing members of the aforementioned Services shall be entitled for promotion notwithstanding the aforesaid educational qualifications as a measure personal to them. OR From amongst the members of the Punjab Service of Trust Junior Engineers, the Punjab Service of Trust Head Draftsmen and the Punjab Service of Trust Draftsmen, who possess a degree in Civil Engineering or AMIE Civil from a recognised University or institution and have an experience of working in any one or more of these Services for a minimum period of two years: Provided that the quota of vacancies for promotion for the members of the Punjab Service of Trust Head Draftsmen and the Punjab Service of Trust Draftsmen shall not exceed ten percent of the posts to be filled by promotion:

Provided further that in case any of the post in the quota of promotion as specified in the aforesaid proviso for the members of the Punjab Service of Trust Head Draftsmen and Punjab Service of Trust Draftsmen is not filled, then in such an eventuality the said post shall be filled in from amongst the members of the Punjab Service of Trust Head Draftsmen having an experience of working as such for a minimum period of four years:

Provided further that the vacancies of Assistant Trust Engineers out of a lot of 20 vacancies shall be filled up in accordance with the following roster, namely:-

Vacancy	Source of Promotion		
	Source 1- Promotion from Junior Engineers	Source 2- Promotion from Head Draftsman	Source 3- Promotion from Junior Engineers, Head draftsman with B.E or AMIE Degree of recognised University or institution
1	2	3	4
First	Yes	-	-
Second	Yes	-	-
Third	Yes	-	-
Fourth	-	-	Yes
Fifth	Yes	-	-
Sixth	Yes	-	-
Seventh	-	Yes	-
Eighth	-	-	Yes
Ninth	Yes	-	-
Tenth	Yes	-	-
Eleventh	-	-	Yes
Twelfth	-	-	Yes
Thirteenth	Yes	-	-
Fourteenth	Yes	-	-
Fifteenth	-	Yes	-
Sixteenth	-	-	Yes
Seventeenth	Yes	-	-
Eighteenth	Yes	-	-

			Nineteenth	Yes	-	-
			Twentieth	-	-	Yes
			And so on			
			Note:- If no suitable candidate is available from source No. 3, the vacancy shall be filled by direct recruitment.			
9	Punjab Service of Trust Junior Engineers	Should possess a Diploma in Civil Engineering from a recognised university institution.	<p>(i) Thirty percent from amongst the Group 'C' employees working in a Trust, under the control of the Director, who have an experience of working as such for a minimum period of four years and who possess qualifications prescribed for direct recruitment for the post of Junior Engineer ;</p> <p>(ii) Seventy percent from amongst the (a) Work Supervisors, (b) Work Munshies, (c) Work Mistries, (d) Surveyors, (e) Junior Draftsmen or (f) Mortor Mates working in a Trust under the control of the Director, who –</p> <p>(1) are Matriculates or its equivalent ;</p> <p>(2) have an experience of working on either or more of the said posts for a minimum period of seven years; and</p> <p>(3) should have passed departmental examination, conducted by the Director, on the pattern of Department of Public Works (Buildings and Roads Branch), Government of Punjab.</p>			
10	Punjab Service of Trust Town Planners	<p>Should possess Post-Graduate Degree or Diploma in Town Planning or Regional Planning from a recognized university or institution making the holder eligible for Associate membership of Institute of Town Planners (India) with an experience for a minimum period of three years on a gazetted post in Town Planning office under a qualified Town Planner after obtaining degree or diploma;</p> <p>OR</p> <p>Should possess Degree in Architecture or Civil Engineering from a recognized university or institution with an experience for a minimum period of five years, on a gazetted post in a Town Planning Office under a qualified Town Planner after obtaining degree.</p>	From amongst the members of the Punjab Service of Trust Assistant Town Planners, who have an experience of working in such Service for a minimum period of six years.			

11	Punjab Service of Trust Assistant Town Planners	<p>(a) Should possess Post Degree or Diploma in City and Regional Planning or its equivalent from a recognised university or institution; or</p> <p>(b) Should possess Degree in B.Tech (in Planning) from a recognised University or institution.</p>	From amongst the members of the Punjab Service of Trust Head Draftsmen, who have an experience of working in this Service for a minimum period of four years.
12	Punjab Service of Trust Head Draftsman	Should possess Diploma in Civil Engineering or Certificate in Civil Draftsman or its equivalent from recognised university or institution, with an experience for a minimum period of five years working as a Draftsman in a Municipal Corporation/Municipal Council/ Nagar Panchayat/Improvement Trust or a Department of Government.	From amongst the members of the Punjab Service of Trust Draftsmen, who have an experience of working in such Service for a minimum period of five years.
13	Punjab Service of Trust Draftsman	Should possess Diploma in Engineering or Certificate in Civil Draftsman or its equivalent from a recognised university or institution.	<p>(i) Fifty percent from amongst the Tracers or Junior Draftsmen working in a Trust under the control of the Director, with an experience of six years.</p> <p>(ii) Fifty percent from amongst the Group C employees working in a Trust, under the control of the Director, having Diploma in Civil Engineering or Certificate in Civil Draftsman or its equivalent from a recognized university or institution, and having an experience of four years service in a Trust.</p>
14	Punjab Service of Trust Law Officers	Should possess a degree in Law from a recognized university or institution, and should have been an Advocate for at least eight years.	From amongst the members of the Punjab Service of Trust Legal Assistants, who have an experience of working in such Service for a minimum period of five years.
15	Punjab Service of Trust Legal Assistants	Should possess a Degree in Law from a recognized university or institution.	<p>From amongst the members of the Punjab Service of Trust Senior Assistants, having degree in law:</p> <p>Provided that if no person possessing degree in law is available in the said Service, then from amongst the other Group C employees working in a Trust, under the control of the Director, possessing degree in law and having experience of atleast four years working in a Trust.</p>
16	Punjab Service of Trust Account Officer	<p>(a) Should be Chartered Accountant.</p> <p>OR</p> <p>(b) Should possess a Degree of Masters in Business Administration (Finance) from a recognized university or institution.</p> <p>OR</p> <p>(c) Should possess a Master's Degree in</p>	From amongst the members of the Punjab Service of Trusts Accountants, working as Accountant Grade I, having an experience of working in such Service for a minimum period of six years.

	Financial administration from a recognized University or Institution.	
	OR	
	(d) Passed final examination of Institute of Costs and Works Accountants of India.	
17(i) Punjab Service of Trust Accountant Grade-I	Should have passed degree in Commerce with C.A. Inter Or M.Com from a recognized University or institution; OR Should have passed degree from a recognised university or institution and possesses Diploma in Grade 'A' specified in the Accountants of the Committees (Examination) Rules, 1979.	From amongst the members of the Punjab Service of Trust Accountants, working as Accountant Grade II, having an experience of working as such for a minimum period of four years.
17(ii) Punjab Service of Trust Accountant Grade-II	<u>For All Cadres</u> Minimum B. Com from a recognized University or institution. OR Graduate of a recognised university or institution and who possess minimum Diploma in Grade 'B' specified in the Accountants of the Committees (Examination) Rules, 1979.	<u>50% of promotional posts:</u> From amongst the Group C ministerial employees of Trusts under the control of the Director, who have obtained Diploma for Grade B specified in the Accountants of the Committees (Examination) Rules, 1979 and who have an experience of working on any ministerial post in Trusts under the control of the Director, for a minimum period of four years. <u>50% of promotional posts:</u> From amongst the employees of Trusts under the control of the Director, who fulfill the qualification for direct recruitment and have an experience of working for a minimum period of two years.
18 Punjab Service of Trust Junior Scale Stenographer	(a) Should be Graduate from a recognised University or institution; and (b) Should qualify shorthand test both in Punjabi and English Languages, of three paragraphs (two in Punjabi and one in English) containing 250 words each, at the following speeds:- (i) Punjabi dictation at a speed of 100 words per minute and transcription (at a typewriter or a computer) at a speed of 15 words per minute. (ii) English dictation at a speed of 50 words per minute and transcription (at a typewriter or a computer) at a speed of 10 words per minute; (iii) Candidates committing not more than 8 per cent mistakes in each test will be	From amongst the members of the Punjab Service of Trust Steno-typists, having an experience of working as such for a minimum period of two years, and who qualify shorthand test in Punjabi, as prescribed for direct to the post, i.e. Junior Scale Stenographer.

considered to have qualified the test; and
 (c) Possess at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop publishing applications from Government recognized institution or a reputed institution, which is ISO 9001 certified.

OR

Possess a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Government of India.

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| 19. Punjab Service of Trust Steno-typist | <p>(a) Should be Graduate from a recognised university or institution; and
 (b) Should qualify shorthand test in Punjabi, of two paragraphs containing 200 words each, at the following speeds:-
 (i) Punjabi dictation at a speed of 80 words per minute and transcription (at a typewriter or a computer) at a speed of 15 words per minute.
 (ii) Candidates committing not more than 8 per cent mistakes in each paragraph will be considered to have qualified the test; and
 (c) Possess at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop publishing applications from which is ISO 9001 certified.</p> <p>OR</p> <p>Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Government of India.</p> | <p>From amongst the members of the Punjab Service of Trust Clerks, having an experience of working as such for a minimum period of two years, and who qualify the shorthand test in Punjabi, as prescribed for direct recruitment for the post, i.e. Steno-typist.</p> |
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The 3rd February, 2021

AJOY KUMAR SINHA, IAS,
 Principal Secretary, Government of Punjab,
 Department of Local Government.